### Missouri Career Source.com

**Online Services for Job Seekers** 



MissouriCareerSource.com

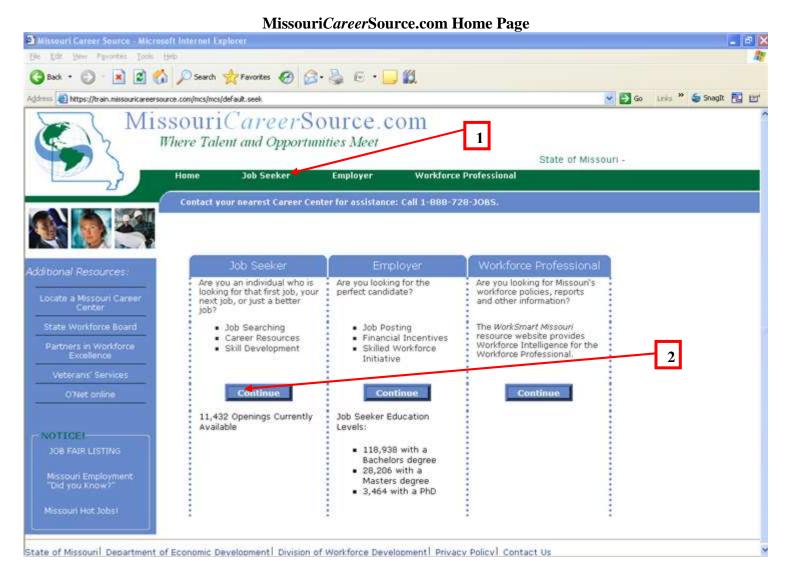
Where Talent and Opportunities Meet

### **Training Guide**

Revised January 2009 DWD Skill Development Center

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At the Missouri Career Source.com home page (<a href="https://www.missouricareersource.com/mcs/mcs/default.seek">https://www.missouricareersource.com/mcs/mcs/default.seek</a>), a Job Seeker may begin the log in process by simply clicking on the "Job Seeker" link (1) or clicking on the "Continue" button under the "Job Seeker" column (2).

#### MissouriCareerSource.com Log In Page



From the Login page a seeker can Browse Job Openings, Register/Create an Account, Reset their Password or Login to the system.

Missouri Career Source.com Log In Page: Resources—these may be accessed without logging into Missouri Careeer Source.

On the right hand side of the log in page, Job Seekers will find links to a variety of available resources:

- 1) If a Job seeker does not want to register they can still search for jobs by clicking the "Browse Job Openings" link. This will allow them to see job openings without registering **but will not** provide them referral instructions.
- 2) A Job Seeker may file a UI (Unemployment Insurance) claim by clicking on this link. Clicking on this link takes the Job Seeker to the Missouri Department of Labor and Industrial Relations website (<a href="https://www.ui.dolir.mo.gov/som/IC\_0010.htm">https://www.ui.dolir.mo.gov/som/IC\_0010.htm</a>) where they will find the steps to filing their claim.
- 3) A Job Seeker may also "Complete Four Week Reporting" for UI benefits. To do this, the Job Seeker MUST be registered and login.
- 4) If a Job Seeker is interested in training possibilities, they may access the Missouri Education and Career Hotlink by clicking this link (<a href="https://www.missouricareersource.com/mech/">https://www.missouricareersource.com/mech/</a>).
- 5) By clicking on this link, the Job Seeker may apply for jobs with the State of Missouri through the EASe electronic application system (http://www.ease.mo.gov/index.shtml)
- 6) **Job Central** is the National Job Bank System. Any Missouri *Career* Source Job Seeker may search for jobs through Job Central's website (http://www.jobcentral.com/) by clicking on the "Search Jobs Nationwide" link.
- 7) Job Seekers may find a vast array of information related to careers and job searches by clicking on the "Research Economic Information" link. This information is found at the Missouri Economic Research and Information Center (MERIC) website (http://www.missourieconomy.org/customer/jobseeker wfd.stm).

#### For a returning Job Seeker (one who has already established an account):

1) The Job Seeker enters their Username and Password, then clicks on the Sign In button.

#### For a Job Seeker opening a new account:

1) The Job Seeker should click on the "Job Seekers Register & Create an Account"

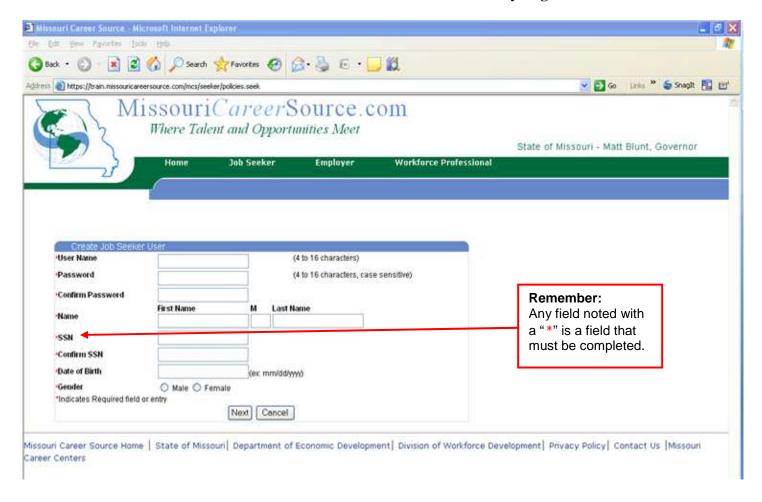
#### NOTE:

If the Job Seeker has an existing web account (this may have been done in Missouri-Works!, Great Hires, or through an automatic file transfer from Family Services Division or UI), the Seeker's enrollment must exactly match with the Social Security Number, Last Name, Date of Birth, and Gender information provided. In many cases, when a Job Seeker is having difficulty creating an account, or retrieving Login information, the problem is related to the existing web account.

#### Missouri Career Source.com Rules of Use Page

#### Missouri Career Source.com Where Talent and Opportunities Meet State of Missouri -Home Job Seeker Employer Workforce Professional Missouri Division of Workforce Development's Employer Job Listing and Job Seeker Search System: Here you have the ability to: · Access MissouriCareerSource 24 hours a day, 7 days a week · Search for job openings based upon your individual qualifications · View electronic Job Orders and referral information for job openings whose qualifications you meet Search new Job Orders added to MissouriCareerSource daily Create an electronic Job Seeker Summary that is searchable by Missouri employers No other website can match the amount of resources about jobs in Missouri - that is why MissouriCareerSource is Missouri's Job Connection! For your protection, employers using MissouriCareerSource must adhere to the following: Rules of Use: They cannot charge a fee to provide a job seeker access to a job referral . If a salary is specified for a Job Order, it must be at least minimum wage according to Department of Labor standards They cannot ask job seekers to purchase any materials or charge a fee as a requirement for being considered for a job. This page reviews . They cannot use this service to recruit replacement workers in a labor dispute the benefits of using . They cannot resell or repost Job Seeker Summaries found on this website, such resale or reposting violates an individual's privacy this site and the They cannot list a job that requires a specific gender, age, and/or religious preference unless it is a bona fide job requirement rights and responsibilities of If you feel an employer has violated any of the aforementioned policies, please contact a local Missouri Career Center for additional information. the Seeker and Employer while The information you submit is only used for the specific purpose for which it is intended. We do not disclose, give, sell or transfer any personal information about our visitors, unless required for law enforcement or statue. using the site. Information provided on this website is for the exclusive use of employers to connect with job seekers and job seekers to obtain referrals for job openings. These services depend on the exchange of accurate and timely information. We make every effort to Users must click the encourage employers to keep their information up to date. We depend on you to do the same with your information. "Accept" checkbox We reserve the right to refuse service to any job seeker who provides inaccurate or inappropriate information. We also purge old to advance to the information in accordance to an established schedule. next screen. Violations of these policies could result in the loss of access privileges. I agree with the above. Missouri Career Source Home | State of Missouri | Department of Economic Development | Division of Workforce Development | Privacy Policy | Contact Us | Missouri Career Centers

#### Missouri Career Source.com Job Seeker Entry Page



#### Create Job Seeker User:

Any information a Job Seeker enters on this page should match the information that was entered in the system when the seeker registered.

The following information **must match** the existing record in the system:

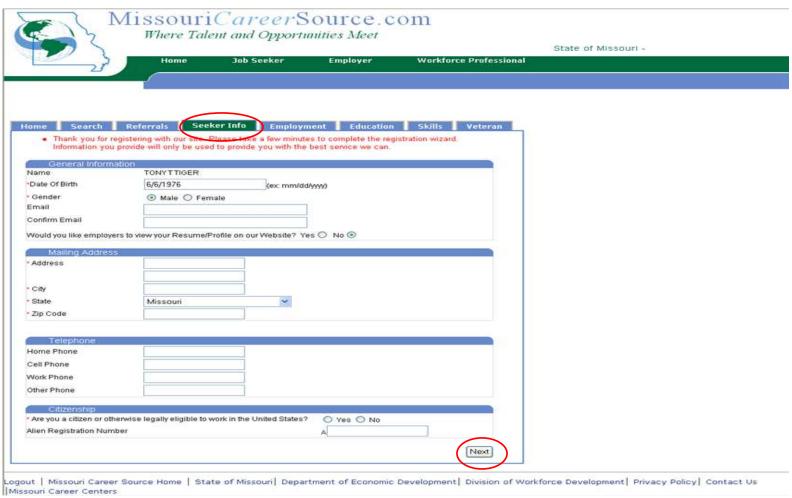
Name

Date of Birth

SSN

Gender

#### Missouri Career Source.com Job Seeker Entry/Seeker Info Page



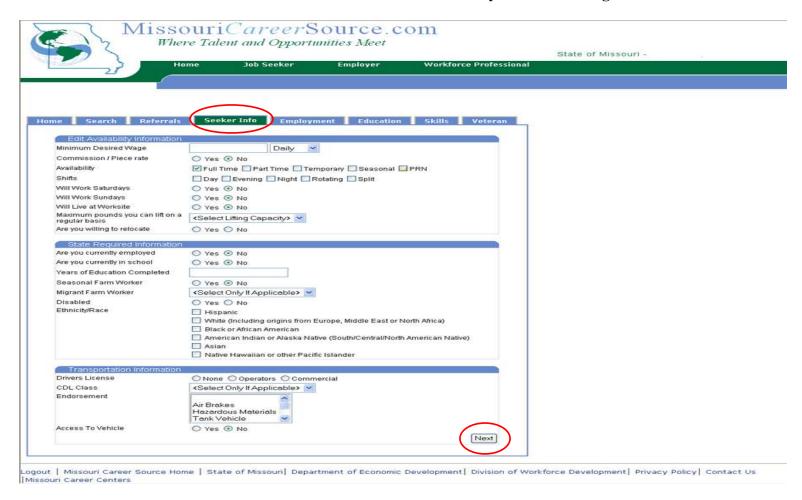
#### Seeker Info, page 1:

Seekers must complete all the registration fields with a "\*" to activate their web account. They are not required to complete all pages at once. If they choose to "Logout" before they finish, the next time the seeker logs into the site, they will be taken to the next information page they have yet to complete.

Clicking the "Next" button will save the information and take the seeker to the next page of the registration process.

**Note:** The system will not allow the seeker to click on other tabs and move to a different page. They must complete the whole registration process before the tabs can be used.

#### Missouri Career Source.com Job Seeker Entry/Seeker Info Page



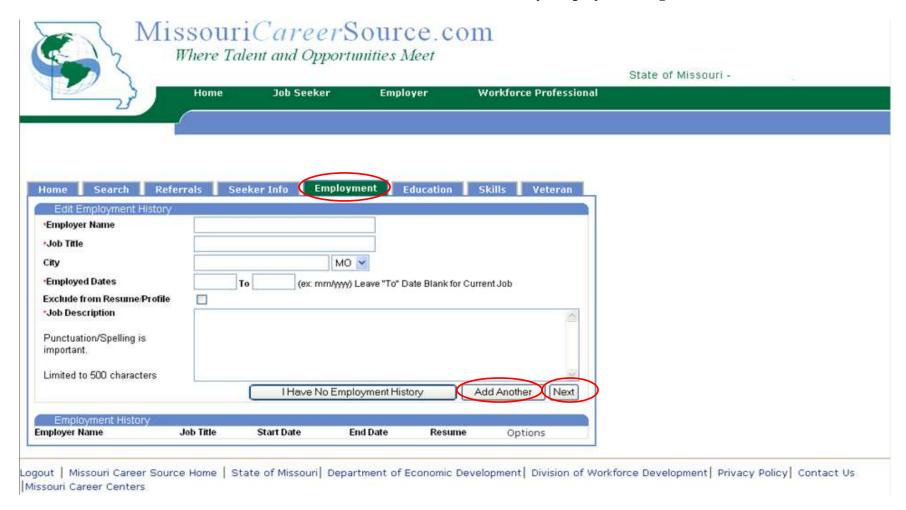
#### Seeker Info, page 2:

This page allows the Job Seeker to enter information about their Work Availability and Transportation related information. This page also has a section for State/Federal required information.

Clicking the "Next" button will save the information and take the seeker to the next page of the registration process.

**Note:** If a Job Seeker has information already in the system, that information will populate on each page of the registration process as appropriate. If the information has changed, the Job Seeker can update the information.

#### Missouri Career Source.com Job Seeker Entry/Employment Page



#### Employment, page1:

This page allows the Job Seeker to enter Employment History information. Users can enter an employment record and then click "Add Another" to submit more employment records.

#### Missouri Career Source.com Job Seeker Entry/Employment Page

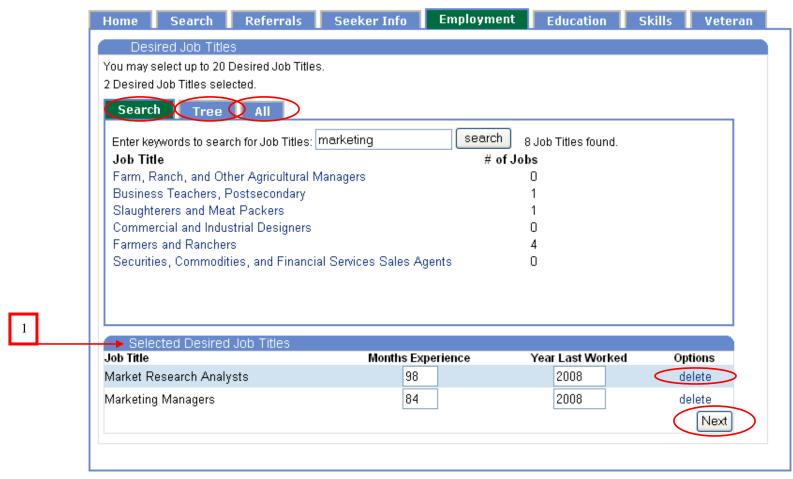


#### **Employment, page 2:**

Additional **Employment History** may be added at anytime. Once the Job Seeker inputs the information it is stored by clicking on the **Save** button.

The **Employment History** section of the page displays the employment history records that have already been entered. Notice that records can be **edited** or **deleted**.

#### Missouri Career Source.com Job Seeker Entry/Employment



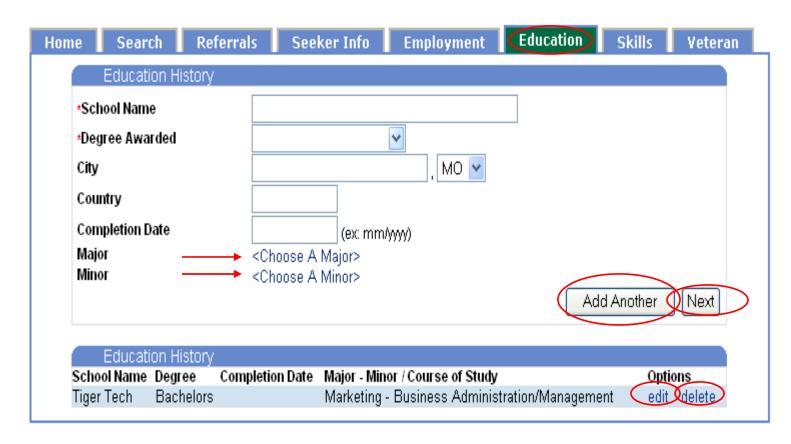
#### **Employment, page 3:**

On this page the Job Seeker selects their Desired Occupations. They can select occupations using a **Key Word Search**, **Tree** search or Listing **All** Occupations.

**Selected Desired Job Titles** (1, above) displays the occupation records that are already selected. When an Occupation record is selected, the Job Seeker is required to enter the **Months Experience** they have worked for that occupation record and the **Year Last Worked**. Zero can be entered for records with no work experience.

Notice that records can also be **deleted**.

#### Missouri Career Source.com Job Seeker Entry/Education Page



#### Education, page 1:

This page allows the Job Seeker to enter their **Education History** information. They enter the education record and then select "**Add Another**" to add more education records.

Education History displays the education records that have already been entered. Notice that records can be edited or deleted.

Clicking the "Next" button will save the information and take the seeker to the next page of the registration process.

NOTE: To enter a degree awarded, click on the dropdown menu arrow and choose a degree from the list provided. The select a Major or Minor area of study, click on "Choose a Major" or "Choose a Minor" (arrows above) and choose an area of study from the list provided.

#### Missouri Career Source.com Job Seeker Entry Page



#### Education, page 2:

This page allows the Job Seeker to enter any **Alternate Education History** information. They can enter the education record and then select the "**Add Another**" to add more education records.

Alternate Education History displays the education records that have already been entered. (This is displayed in the area marked with the arrow above.)

#### Missouri Career Source.com Job Seeker Entry Page

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Home Job Seeker Employer Workforce Professional

State of Missouri -



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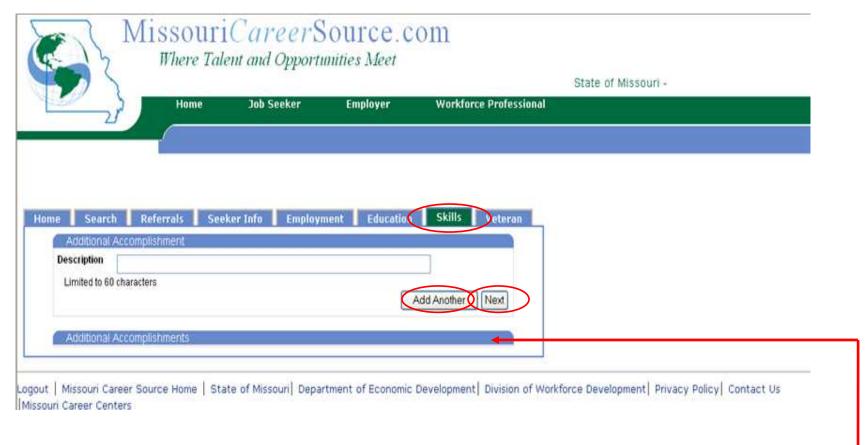
#### **Education, page 3:**

This page allows the Job Seeker to enter Licenses or Certificates which they have obtained. They can select a License or Certificate by clicking <Choose a License/Certificate> (see arrow above) and selecting from the list. Use the "Add Another" to select additional Licenses/Certificates. At the "Add Another" screen, "Save" and "Cancel" buttons appear for new entries.

NOTE: License & Certifications that have already been entered are displayed here. The Job Seeker may edit or delete these entries at any time.

Lice	enses & Certifications	;	<del>←</del>
Type	Lic. or Cert.	Received/Renewed	State
CPR	Certificate	8/2008	MO edit delete

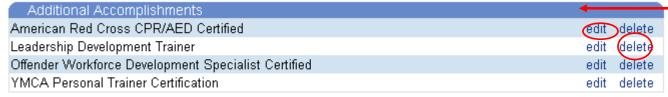
#### Missouri Career Source.com Job Seeker Entry/Skills Page



#### Skills, page 1:

This page allows the Job Seeker to enter their **Accomplishments**. They enter accomplishments and then select the "**Add Another**" to add more records.

Additional Accomplishments displays the records that have already been entered. The Job Seeker may edit or delete these entries at any time.



### ${\bf Missouri} {\it Career} {\bf Source.com\ Job\ Seeker\ Entry/Skills\ Page}$

Home	Job Seeker	Employer Workforce Professional	State of Missouri -
23		~ ~	
Search eferrals	Seeker Info Employment	Education Skills Veteran	
Skill Tree			
Please indicate the skills/abilities you 30 skills	can demonstrate to an employer upo	n referral. You can choose a maximum of	
0 skills selected.			
Admin Support / Office	Equipment Owned	Programming Tools	
□ Banking	Carpentry Hand Tools	Access	
Bookkeeping / Accounting	Cement Tools	□ C++	Skills, page 2:
Collections	Drywall Tools	COBOL DELPHI	Okino, page 2.
Data Entry     General Office	Electrical Tools Hard Hat	Dream Weaver	
Human Resources	Machining Tools	□ Flash	This page allows the Job Seeker to
☐ Insurance	Mechanic Tools	Front Page	, 0
Legal Terminology	Own Truck	☐ HTML	select their <b>Skills/Equipment</b> from the
☐ Medical Terminology	Painting Tools	□ JAVA	check boxes on the page.
Quarterly Taxes	Plumber Tools	Oracle Database	check boxes on the page.
☐ Ten Key	Sheet Metal Tools	☐ Visual Basic	
Computer Software	Steel-toed Boots	Service Industry	The Joh Cooker can calcut up to 20 of
DBASE	Welding Tools General	Cash Handling	The Job Seeker can select up to 30 of
EXCEL LINUX	Computer Literate	Cashier Cashier	the Skills/Equipment options from the
LOTUS/LOTUS Notes	☐ Industrial Truck Driver	Child Care	
Microsoft Word	☐ Internet Knowledgeable	Conflict Management	list. There is a counter at the top of the
Peachtree	☐ InterstateTruck Driver	Customer Service	page that shows how many of the boxe
Power Point	☐ Local Truck Driver	Food Preparation	
Presentations	□ Sales	Food Service	have been checked. When someone
Print Shop	☐ Technical Writing	☐ Janitorial / Cleaning ☐ Retail Sales	tries to select more than 30 of the boxes
Quattro-Pro	☐ Telemarketing	Welding	
Quick Book For Windows	☐ Warehouse / Production Languages You Are Fluent	Aluminum Welding	they will get a message letting them
☐ Windows	In Other Than English	MIG Welding	know that they are limited to 30.
Construction / Industrial	Arabic	Pipe Welding	know that they are illilited to 30.
☐ Backhoe/Trackhoe	☐ Bosnian	Stainless Steel Welding	
Blueprint Reading	Chinese	Structural Steel Welding	Clicking the "Next" button will cave the
☐ Bulldozer/Grader	☐ French	TIG Welding	Clicking the "Next" button will save the
Cabinetry	German		information and take the seeker to the
Carpentry	Hindi Hindi		
Cement	☐ Italian		next page of the registration process.
Crane Operator Drywall	□ Japanese		
□ Electrical	□ Korean		
Forklift	Portuguese		
Machining	☐ Russian		
■ Mining	Samoan		
☐ PLC (Program Logic	Sign Language		
Control)  Solder by Hand	Spanish		
Li sosser by Hario	Swahili		
	☐ Tagalog		
	Ukrainian		

#### Missouri Career Source.com Job Seeker Entry/Veteran Page

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#### Veteran page:

This page allows the Job Seeker to select their Veteran status.

If the Job Seeker is not a veteran, they select **No** and the registration process is complete. If the Job Seeker is a Veteran, they should select **Yes** and click the **Next** button. Clicking the "**Next**" button will save the information and completes the registration process for the non-Veteran.

Veteran Job Seekers, or spouses of Veterans, will select **YES** and, after clicking **NEXT**, will need to complete the information on the **Veteran** page (see example, page 19).

#### Missouri Career Source.com Job Seeker Entry/Veteran Page



Veteran Job Seekers, or spouses of Veterans, will need to complete the information on the this page.

Clicking the "Finish" button will save the information and complete the registration process.

#### Missouri Career Source.com Job Seeker Entry/Registration Complete Page

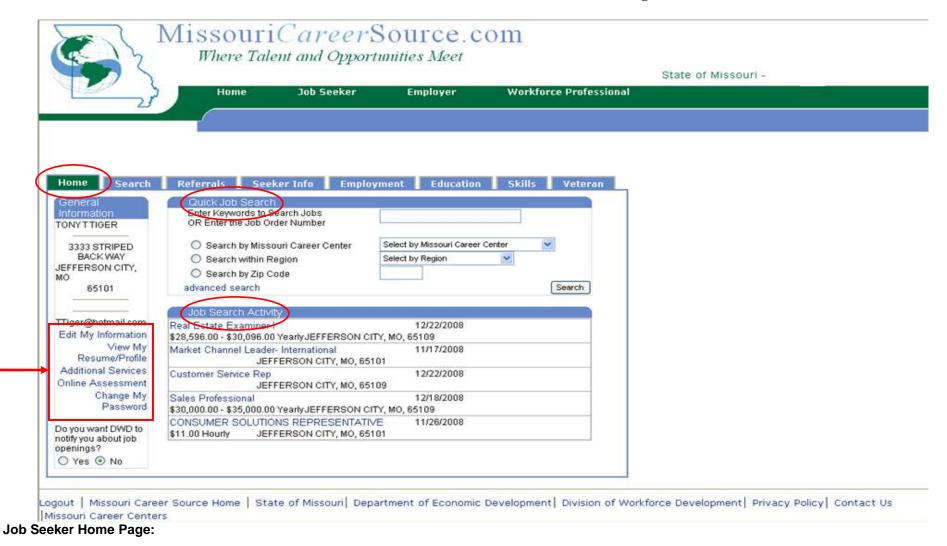


#### **Registration Complete:**

When the Registration is complete, the page will display a message so the Job Seeker knows they have completed the process. All of the tabs are now accessible. Clicking the **Next** button will take you to the seeker **Home** page.

The Job Seeker may print their Resume/Profile by clicking on the appropriate button.

#### Missouri Career Source.com Job Seeker Home Page



The Home page allows the Job Seeker to view their **General Information**. The links in the "**General Information**" section of the page allow the Job Seeker to "**Edit My Information**", "**View My Resume/Profile**", access "**Additional Services**", complete "**Online Assessments**", and "**Change My Password**". DWD will also notify the user about job openings if the "**Yes**" radio button is selected.

The Home page also allows the Job Seeker to do **Quick Job Searches** and view some of their recent job referrals under **Job Search Activity**. All tabs are available for the seeker to click and make edits/updates to their record. Clicking the "advanced search" link will open the Job Search page and take the seeker to the second tab (Job Search).

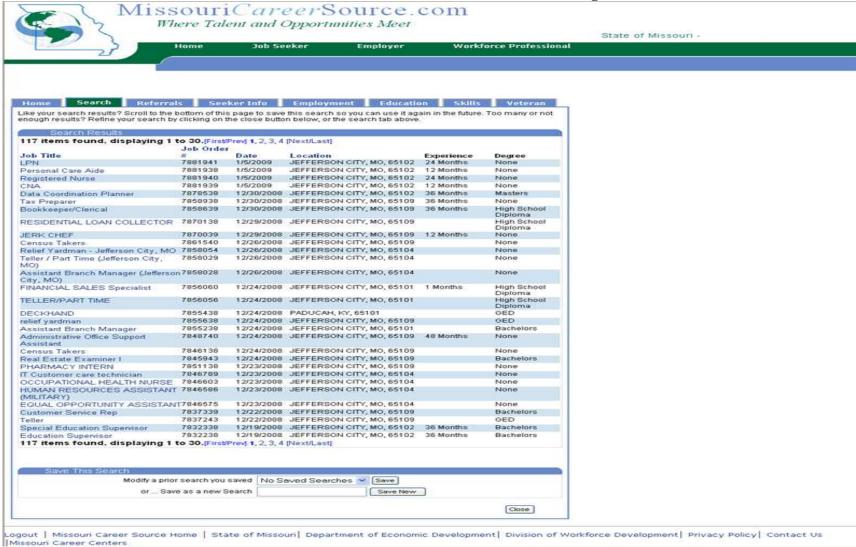
#### Missouri Career Source.com Job Seeker Search Page Missouri Career Source.com Where Talent and Opportunities Meet State of Missouri -Job Seeker Workforce Professional Home **Employer** Search Referrals Seeker Info Employment Education Skills Veteran Job Lists · by Region Enter words to search for in jobs OR Enter the Job Order Number Search Minimum Wage Hourly 💌 Search within Zip Code 65101 New Jobs in Last days O Search within miles of Zip Code 65101 Shift O Search within County Select a county V Availability O Search within a Missouri Career Center Days Off ☐ Mo ☐ Tu ☐ We ☐ Th ☐ Fi Select a Missouri Career Center Sa Su Search within Region Sort Jobs Newest Jobs First Select a region use map Search Statewide Search 3 All job titles My desired job titles O Select job titles Search To view jobs matching a saved search, select below and press the Load button. To save a new search, first click search. You can save on the bottom of the results page No Saved Searches V Load Logout | Missouri Career Source Home | State of Missouri | Department of Economic Development | Division of Workforce Development | Privacy Policy | Contact Us Missouri Career Centers

#### Search Page:

This page gives seekers many different options to help them find an optimal job match.

Search By Location (1) allows searches by zip code, by distance from a zip code, by county, within a Career Center area, within a region (map), or statewide. Search Details (2) allows seekers to select the desired wage, new jobs, days old, shift, availability, days or by newest, job title or location. Search By Job Titles (3) allows seekers to search by all job titles, their desired job titles, or selected job titles of their choosing. Saved Searches (4): Seekers can select the search criteria they prefer and then save the search so it can be recalled anytime they desire.

#### Missouri Career Source.com Job Seeker Search Page

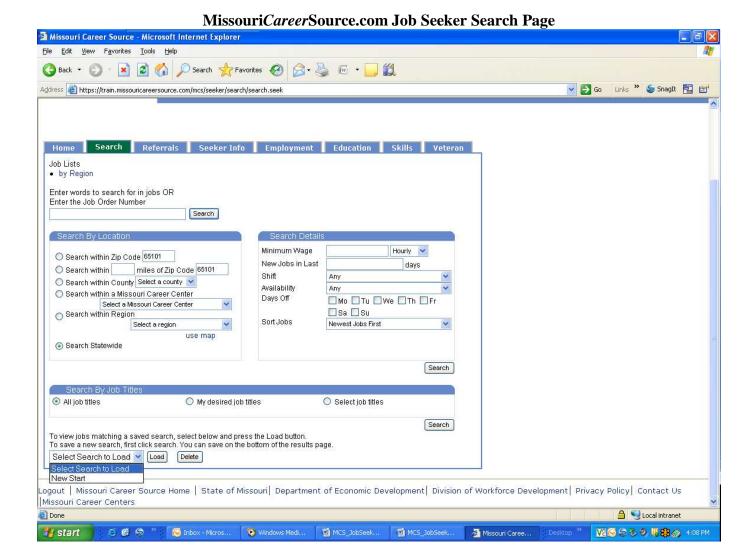


#### Search Results Page:

When the seeker selects the desired search options and clicks the search button, the search results page displays search results. If there are too few or too many jobs in the list select the **Close** button and modify the search options to bring back more or fewer jobs.

#### Save Search:

Many job seekers will have search options they would like to use each time they visit the website and conduct job searches. To utilize this feature, searches can be named and saved. At the bottom of this page enter a name for the search and click the **Save New** button. Several different searches can be saved.



#### Select Saved Search:

Find saved searches on the bottom left of the page. By clicking the arrow at "Select Search to Load", a drop down listing of all saved searches will be available. Select the desired search and click the **Load** button. This will automatically enter all the search options and complete the search.

If you no longer need a saved search you can select it from the list and then click on the **Delete** button to delete it.

#### Missouri Career Source.com Job Seeker Search Results/How to Apply Page



Search Results—How to Apply:

To see more information about a job, click on the **Job Title (1)** and the page will expand and show more information about the job. Clicking again on the job title will hide the job information. You can have several different jobs expanded at a time.

Clicking on the "How to Apply" button will take the Job Seeker to that information page.

### Missouri Career Source.com Job Seeker Search Results/Referral Instructions Page



#### How to Apply/Referrals Page:

When you find a job that interests you, click on the **How to Apply** button. If you qualify for the job the page will display the **Referral Instructions**. If you do not meet the qualifications for the job, the screen will display the criteria not met for qualification.

When you have reviewed the application/referral information, click on the Close button to return to the job search list.

#### Missouri Career Source.com Job Seeker Search Results/Referrals Page



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#### Referrals Page:

The **Referrals** tab will display all of the jobs for which the Job Seeker has received referral information. Click on a **Job Title** and it will expand the page and display the job detail information and referral instructions.

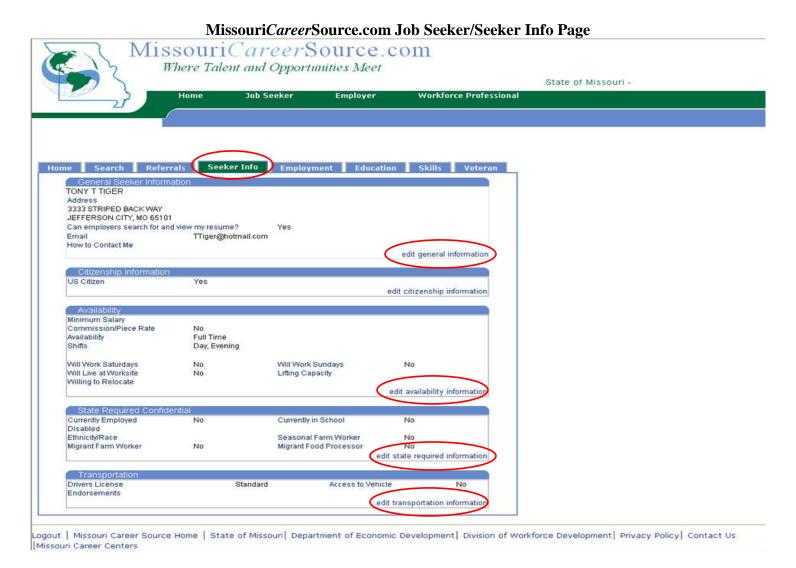
Referrals will only show on this page as long as a job is open. Once a job is no longer open the referral will be removed.

#### Missouri Career Source.com Job Seeker Search Results/Referrals Page



#### Referrals:

As long as a job listing is open, the Job Seeker may access it and get the Referral instructions. Job Seekers may access the Referrals page to find jobs for which they have been referred, but will still need to follow up and contact the employer based on the Referral instructions.



#### Seeker Info Page:

The **Seeker Info** tab will display the **General Information**, **Citizenship**, **Availability**, **State Required Confidential** and **Transportation** information that was entered during the seeker registration process.

Use this page to change or update information that is no longer correct. Click the **Edit <blank> Information** link to change information in any of the five sections. When you click an **Edit <blank> Information** link you will see a page resembling that where the information was entered during the seeker registration process.

#### Missouri Career Source.com Job Seeker/Employment Page



#### **Employment Page:**

The **Employment** tab shows the Job Seeker their employment history and the desired job titles that were entered when they registered.

By selecting the **Edit** Option, the Job Seeker may change employment record information. By using the **Delete** Option, a Job Seeker may delete the record. To add new employment history, click the **New Employment Record** button. If the Job Seeker clicks this link, they are taken to a page much like the page where employment information was entered during the seeker registration process.

To add or change Desired Job Titles click the **Edit Desired Job Titles** button. Use the **Delete** link to remove the record.

#### MissouriCareerSource.com Job Seeker/Employment/Edit Desired Jobs Page Missouri Career Source.com Where Talent and Opportunities Meet State of Missouri Home Job Seeker **Employer** Workforce Professional Search Referrals Seeker Info Employment Education Skills You may select up to 20 Desired Job Titles. 3 Desired Job Titles selected. Search Tree All search Enter keywords to search for Job Titles: management 24 Job Titles found # of Jobs Management Analysts 5 **Emergency Management Specialists** 0 Agricultural Sciences Teachers, Postsecondary Office Clerks, General 64 First-Line Supervisors/Managers of Retail Sales Workers 38 19 Mental Health and Substance Abuse Social Workers 17 General and Operations Managers Human Resources Managers 10 Mantal Haalth Counsales Selected Desired Job Title Months Year Last Job Title Options Experience Worked Marketing Managers delete 2008 Market Research Analysts delete 96 2008 Marketing Managers delete Cancel Save

#### **Desired Job Title Search:**

When the **Edit Desired Job Titles** button is selected, the Job Seeker is taken to the **Desired Job Titles** page. This page looks much like the page where Desired Job Titles information was entered during the seeker registration process.

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Seekers can select **Desired Job Titles** using any of the three tabs on this page. The **Search** tab allows the seeker to find job titles by entering **keyword(s)** and then clicking the **Search** button (1). The search returns all job titles found for the **keyword(s)** in the employers' job title or description. Each **Job Title** has a column that shows the "# of jobs" available for that type of job.

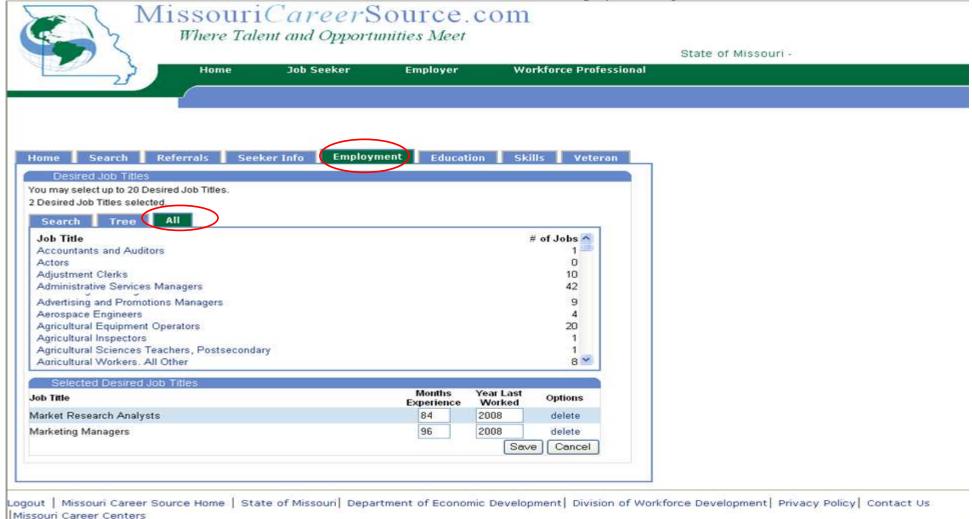


#### **Desired Job Title Tree Search:**

The **Tree** tab allows the Job Seeker to view occupations by categories. Clicking on folders expands the groups and shows more specific titles. To add a job title to the Selected Desired Job Titles, click on a job title from the list (see arrow above). The number to the right of the occupation shows the number of Job openings statewide for that job title.

When a job title has been added it will show under **Selected Desired Job Titles**. If the seeker has work experience for that job they should enter the **Months Experience** and the **Year Last Worked**. Months Experience is a required field, even if the experience is zero.

#### Missouri Career Source.com Job Seeker/Employment Page



**Desired Job Title All:** 

The All tab allows the seeker to see all job titles in the entire list. To add a job title to the Desired list, click a job title from the list.

Enter the Months Experience and the Year Last Worked and click on the Save button.

Use the **Delete** Option to remove a Job Title from the **Desired Job Titles** list.

#### Missouri Career Source.com Job Seeker/Education Page

Workforce Professional

**Employer** 

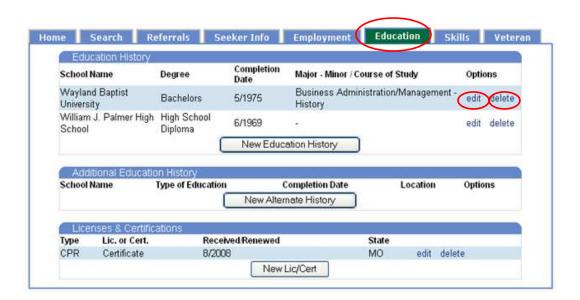
### Missouri Career Source.com

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Job Seeker

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State of Missouri -



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#### **Education Page:**

The Education tab shows the Job Seeker's Education History, Alternate Education History and Licenses/Certificates that were entered when they registered.

Select the **edit** or **delete** option to edit or delete a record. To add new education history, click the **New Education History** button. When you click a link you will see a page that resembles the page where Education information was entered during the seeker registration process. Follow the same procedure for adding **New Alternate History**. To add new license or certification history, click the **New Lic/Cert** button. When you click a link you will see a page that resembles the page where License/Certificate information was entered during the seeker registration process.

#### Missouri Career Source.com Job Seeker/Education Page MissouriCareerSource.com Where Talent and Opportunities Meet State of Missouri -Home Job Seeker **Employer** Workforce Professional Seeker Info Employment Education Search Referrals Skills Home Veteran \*School Name Missouri State University \*Degree Awarded Masters MO V City Spingfield Country USA **Completion Date** 05/1986 (ex: mm/yyyy) Major Business Administration/Management (change) Minor <Choose A Minor> Cancel Save Education History School Name Degree Completion Date Major - Minor / Course of Study Options Tiger Tech Bachelors Marketing - Business Administration/Management edit delete

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#### **New Education:**

When a Degree type is selected that has a Major or Minor, the seeker should select from the list by clicking the **<Choose A Major>** or **<Choose A Minor>** link. This will produce a drop down list of Majors or Minors. The Job Seeker may select the appropriate category and add it to their record.

Select the Save button and the Education record will be add to the list at the bottom of the page under Education History.

#### Missouri Career Source.com Job Seeker/Skills Page



#### Skills Page:

The **Skills** tab shows the **Skills/Equipment** and **Additional Accomplishments** that were entered when the Job Seeker registered. Tests that have been recorded in the system will show under the **Testing** section.

To add Skills/Equipment or Accomplishments, click the **Edit Skills/Equipment** or **New Accomplishment** button. When you click a link you will see a page that resembles the page where this information was entered during the Job Seeker registration process.

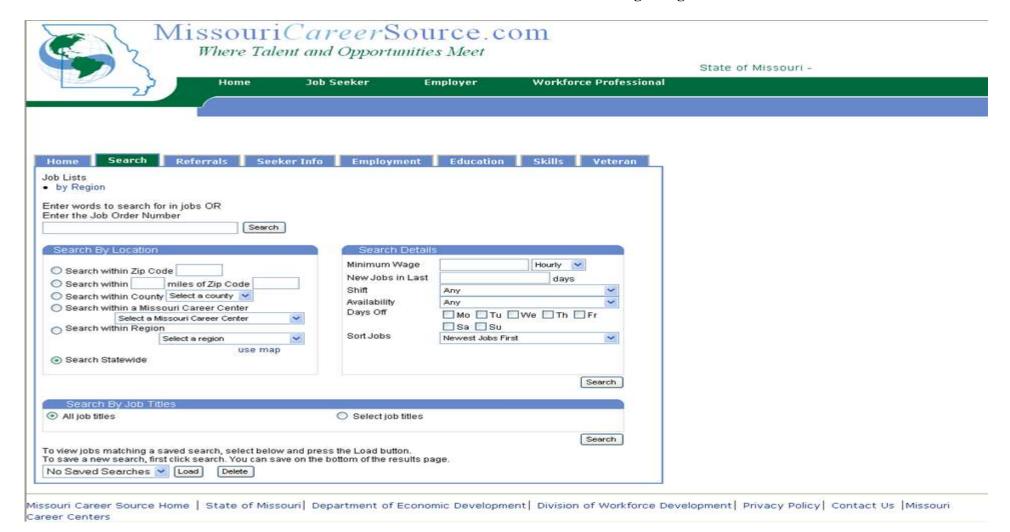
### ${\bf Missouri} {\it Career} {\bf Source.com\ Job\ Seeker/Skills\ Page}$

Home	Job Seeker E	Employer Workforce Professional	State of Missouri -
Search Referrals	Seeker Info   Employment	Education Skills Veteran	
Please indicate the skills/abilities you	can demonstrate to an employer upor	n referral. You can choose a maximum of	
30 stells 22 skills selected.			
office	Equipment Owned	Programming Tools	
□ Banking	Carpentry Hand Tools	□ Access	
Bookkeeping / Accounting	Cement Tools	□ C++	
Collections	Drywall Tools	□ COBOL	
☑ Data Entry	☐ Electrical Tools	☐ DELPHI	
☑ General Office	Hard Hat	☐ Dream Weaver	
✓ Human Resources	Machining Tools	☐ Flash	
☐ Insurance	☐ Mechanic Tools	☐ Front Page	
Legal Terminology	Own Truck	□ HTML	
Medical Terminology	Painting Tools	□ JAVA	
Quarterly Taxes	Plumber Tools	Oracle Database	
☑ Ten Key	Sheet Metal Tools	☐ Visual Basic ☐ XML	
Computer Software	Steel-toed Boots Welding Tools	Service Industry	Add or Delete Skills:
DBASE	General Constitution	Cash Handling	
EXCEL LINUX		☑ Cashier	
LINUX LOTUS/LOTUS Notes	☑ Computer Literate ☐ Industrial Truck Driver	Child Care	When the <b>Edit Skills</b> button is selected on the
✓ Microsoft Word	✓ Internet Knowledgeable	☑ Conflict Management	
Peachtree	☐ InterstateTruck Driver	☑ Customer Service	Skills tab, the Job Seeker will view this page
Power Point	Local Truck Driver	☐ Food Preparation	resembles the page where Skills information
✓ Presentations	✓ Sales	☐ Food Service	
Print Shop	☐ Technical Writing	☐ Janitorial / Cleaning	entered during the J registration process.
Quattro-Pro	▼ Telemarketing	☑ Retail Sales	omered daming and o region and representation
Quick Book For Windows	Warehouse / Production	Welding	
□ UNIX	Languages You Are Fluent	Aluminum Welding	Up to 30 Skills can be selected. The counte
✓ Windows	In Other Than English	MIG Welding	·
Construction / Industrial	Arabic	Pipe Welding     Stainless Steel Welding	top of the page will show how many skills ha
Backhoe/Trackhoe	☐ Bosnian ☐ Chinese	Structural Steel Welding	
Blueprint Reading	French	TIG Welding	been selected.
Bulldozer/Grader	German	L. Tro Troising	
☐ Cabinetry ☐ Carpentry	☐ Hindi		
Cement Carpentry	☐ Hmong		
Crane Operator	☐ Italian		
Drywall	Japanese		
☐ Electrical	□ Korean		
☐ Forklift	☐ Portuguese		
Machining	Russian		
Mining	Samoan		
PLC (Program Logic	Sign Language		
Control)	Somali		
Solder by Hand	Spanish Swahili		
	☐ Swahili ☐ Tagalog		
	Ukrainian		
	☐ Vietnamese		
	La constituinteese.		
		Save	

### ${\bf Missouri} {\it Career} {\bf Source.com\ Job\ Seeker/Veteran\ Page}$

		State of Missouri -
28	Home Job Seeker Employer Workforce Pro	fessional
Search Referra		eran
Veteran Type	Not a Veteran     Service connected disability, 30% or more	Veteran Page:
Campaign Badge  Are you a Spouse of a or (b) died because of service related injury.   Yes  No  Are you a Missouri citiz	Service connected disability, less than 30% ○ Veteran ○ Member of a Guard or reserve unit that was activated under a presidential order under Title 10, served on active duty during a period of war or in a campaign or expedition for which a campaign badge is authorized and was discharged or released from such duty with other then a dishonorable discharge. Inded due to disability? ○ Yes ● No ○ Yes ● No Veteran who; (a) was killed in Action or is currently listed as missing in action, a service connected disability, or (c) is 100 percent disabled because of a Jse veterans' service dates. Yes who is the spouse of a currently deployed National Guard or Reserve puse returned from deployment within the past year? ○ Yes ● No Choose Discharge if your projected date of separation for discharge is in the next 12 months. Choose Retirement if you projected date of separation for	The <b>Veteran</b> tab allows the Job Seeker to view the veteran status that was entered when they registered.  If the veteran status has changed, make appropriate updates. When the Veteran information is edited and current, select the <b>Save</b> button and the record will be updated.
Branch of Service Service Dates	retirement is in the next 24 months.  (ex: mm/dd/yyyy - mm/dd/yyyy)	
Are you a homeless veteran?	Press the save button to enter more veteran service dates  Yes  No	
	Save	

#### Missouri Career Source.com Job Search w/o Login Page



#### Job Search w/o Login:

If a Job Seeker does not want to register in the system, they can still search for jobs by clicking the "Browse Job Openings" link on the Login page. This will allow them to see job openings without registering but will **not** give them referral instructions. The search looks the same as when a seeker is logged into the system but clicking on any of the other tabs will take the user back to the login page.

#### MissouriCareerSource.com Reset Password Page



#### **Reset Password:**

From the Login page, click the forgot Username/Password. Job Seekers should enter their information in the top section of the screen (arrow above) and click Submit.

#### Missouri Career Source.com Reset Password Page

Missouri Career Source.com
Where Talent and Opportunities Meet

State of Missouri -

Home Job Seeker Employer Workforce Professional

Reset User Password

Your password has been successfully reset.

Username: JBSKR Password: \*\*\*\*\*\*\*\* Login Now

Logout | Missouri Career Source Home | State of Missouri | Department of Economic Development | Division of Workforce Development | Privacy Policy | Contact Us | Missouri Career Centers

#### Reset User Password:

Once the Job Seeker enters their information on the **Reset User Password** page and the information matches with that on file, they will see this confirmation page displayed. It will post their Username and indicate the new password which they just entered is now saved in the system.



## Missouri Career Source.com Where Talent and Opportunities Meet

#### **Helpful Hints**

- All job seekers see all job orders. This does not mean all job seekers are qualified for all job orders, nor will all job seekers have access to
  referral information for all job orders. Job order matching criteria possess some of the exclusionary fields that may prevent qualification (i.e.
  shift, Driver's License, etc.). Job Seeker matching criteria may also prevent the job seeker from appearing when an employer conducts a job
  seeker search (i.e. specifying a wage too high, not willing to work weekends, etc.).
- It is vital to add as many desired positions as possible including any jobs for which the Job Seeker is qualified and wishes to seek employment.
- It is important to recognize that when the employer specifies an experience requirement, it matches to the "Desired Job Titles" Months Experience field and not the actual work experience information entered.
- If the Job Seeker has some college but no degree, it is important to list the high school education. Otherwise, the system will not recognize that they have finished high school and greatly limit job matches.
- The Resume/Profile is a direct reflection of the information in a Job Seeker's Missouri *Career* Source account. Any changes made to the Seeker Info, Employment, Education, or Skills tabs are immediately reflected on the profile.
- Printing or viewing the profile may be blocked by a "Pop-up Blocker." The Resume/Profile opens in a new window, and Internet Explorer often sees this as a popup.
- On the Job Seeker Home Page, in the lower left of the screen under General Information, is "Do you want DWD to notify you about job openings?" If the Job Seeker clicks the Yes radio button, they will be notified of job openings for which their qualifications match.
- Returns on job searches are listed by default "Newest First." The order in which jobs are listed can be changed by clicking the links at the top
  of the listing (i.e. salary, job listed, etc).
- In many cases, the Job Seeker may choose to search only by zip code, allowing all open job orders to be displayed. After the list for that search area has been reviewed, it is an easy matter each day to examine only the new orders appearing at the top of the list.
- Any "Referrals" which the Job Seeker has acquired in their record page may appear to be new job orders. However, these job orders may have closed. These Referrals, including the contact information, will still be accessible to the Job Seeker even though the job orders are no longer open.